

HISTORIC PRESERVATION BOARD
RULES AND PROCEDURES

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A REFERENCE GUIDE

One of the primary purposes of the City of Wenatchee's Historic Preservation program as stated in the Historic Preservation Ordinance is to "promote and facilitate the early identification and resolution of conflicts between the preservation of historic resources and alternative land uses," (Wenatchee Historic Preservation Ordinance, p. 1). One of the most efficient, effective methods of reaching this goal is the incorporation of historically relevant information into the City's planning and building processes. If information on what properties or what features of properties are historically significant is present at early stages of project planning, impact to those features or properties can be avoided, minimized, or mitigated.

Historically relevant information can best be indicated by the inclusion of an HI- for properties identified in the Wenatchee Inventory of Historic Places, or an HR- for properties listed in the Wenatchee Register of Historic Places. These designations are included in the City's department records and are triggering devices for processes within the Building and Planning Departments. This document addresses three questions:

1. How to enter HI and HR information into the city department records.
2. How to maintain HI and HR information in city department records.
3. When and how to use the HI and HR information.

Section 1. How to Enter HI and HR Information:

The staffs of the Wenatchee Historic Preservation Board (WHPB) and the Building/Planning Department are involved in this process.

A. WHPB Staff

1. Forwards a list of HI and HR properties to the Building/Planning Department staff.

B. Building/Planning Department staff

2. Enters this information (the HI or HR designations) address in the appropriate records.

Section 2. How to Maintain HI and HR Information:

This information must be maintained in two separate forms

- (1) The HR/HI designations entered into the computer files and
- (2) The original inventory and register forms kept on file.

A. Maintaining Computer Files

1. WHPB staff
 - a. Forwards the additions or subtractions of HI and HR properties to the Building/Planning Department staff
2. Building/Planning Department staff
 - a. Enters or subtracts this information (the HI or HR designations)

B. Maintaining Originals

Original Wenatchee Inventory of Historic Places and Wenatchee Register of Historic Places forms are to be kept at the Wenatchee Valley Museum & Cultural Center or Wenatchee City Hall.

1. WHPB staff will:
 - a. Add information to the forms on a monthly basis. Information may be added directly to the form or on an addendum sheet.
 - b. Check all forms at five year intervals for possible rewrite.

Section 3. How and When to Use HR/HI Information

WHPB staff usage of HR/HI information is included in rules and procedures for specific review processes. Building/Planning Department utilization of this information is restricted to the Building Permit process and the Site Review Process.

A. Building Permit Process

On receipt of a Building Permit application, Building Department staff will:

1. Check appropriate building records
2. If an HI is displayed:
 - a. Inform the applicant that the property is on the Historic Inventory
 - b. Provide information on how the property could be entered on the Register or refer applicant to WHPB staff.
3. If an HR is displayed:
 - a. Inform the applicant that the property is on the Historic Register and how to initiate the design review procedure
 - b. Continue processing but not issue the permit

- c. Notify the WHPB
- d. Not issue the permit until the WHPB recommendation is received
- e. Upon receipt of the recommendation, issues or denies permit.

B. Site Review Process

During the Site Review Process the Planning Department staff will:

1. Check computer printout for the affected property for the HI or HR designation or check a map of HI/HR properties
2. Provide the WHPB or WHPB staff all applications for approvals, permits, environmental assessments or impact statements, and other similar documents that may potentially affect HR or HI designated properties or properties adjacent to designated properties
3. Solicit WHPB or WHPB staff determination of negative impact or non-effect for historic properties for the proposed project.

WENATCHEE HISTORIC PRESERVATION BOARD
RULES AND PROCEDURES FOR MEETINGS

SECTION 1

These bylaws establish the rules and procedures under which the Wenatchee Historic Preservation Board (WHPB or Board) executes those duties and functions set forth in Wenatchee City Ordinance 3048 -- The Historic Preservation Ordinance of the City of Wenatchee.

A. Membership

1. The Board shall consist of seven members, appointed by the Mayor (and confirmed by the City Council). Terms shall be staggered for one, two and three years. Members shall be selected without respect to political affiliation.
2. The WHPB will, by majority vote, elect a Chair and Vice Chair at the first meeting of each year who will serve throughout that year. The Chair will serve no more than two consecutive terms.

The Chair:

- a. Decides all points of order and procedural matters subject to rules and by laws.
- b. May appoint committees as necessary to investigate and report on matters before the Board.
- c. The Chair and the Secretary shall have authority to sign the appropriate forms for local registration designation and special valuation.

The Vice Chair will serve in place of the Chair in case of his/her absence and will have the same powers and duties.

3. WHPB staff may consist of:
 - a. The City of Wenatchee Department of Community Development who may be responsible for grant related activities and notification of meetings, Certified Local Government (CLG) responsibilities as determined, receiving applications, dispensing application packets and information, impact review, preparing the agenda, forwarding recommendations and documentation as required, arranging for property visitations, offering secretarial and administrative support to the board and other responsibilities as determined.
 - b. Committees of the Board who may be responsible for reviewing applications for completeness, preparing staff reports and WHPB recommendations, meeting with applicants and owners, executing agreements, monitoring properties, maintaining the Historic Inventory and Register, and other responsibilities as determined.

- c. Hired consultants who will be responsible for those duties as specified in their contracts, which may include those duties and responsibilities as specified in a. and b. above.

The Board members shall not receive any salary or other compensation for services rendered on the Board, but necessary expenses actually incurred and within the budget as set by the annual budget shall be paid.

- B. Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired terms. Members may be removed, after public hearing, by the Mayor with the approval of the City Council, for inefficiency, neglect of duty or malfeasance in office.

Reasons for removal may include:

1. Absence from three consecutive regular meetings or six regular meetings in a twelve month period which shall be regarded as constituting resignation from the Board. This information will be forwarded to the Mayor and City Council by staff. Reinstatement may be sought through a hearing by the Board.
2. Participation in a legally demonstrable case of conflict of interest.

Excused absences (sickness, death in the family, business trips or emergencies) will not affect the member's status as in item A. above, except in the case of extended illness or long absence in which case the member shall be replaced. When a member is approaching the maximum number of absences he/she will be notified by the Chair. Verification of attendance will be based exclusively on the minutes of each meeting.

3. The Board shall always include at least four professionals who have experience in evaluating the disciplines of history, architecture, architectural history, historic preservation, cultural anthropology, archaeology, cultural geography, American studies. The temporary vacancy of one or both of these members shall not invalidate any Board action unless that action is related to meeting Certified Local Government responsibilities as cited in the Certification Agreement between the Mayor of Wenatchee and the State Historic Preservation Officer.
4. No member of the WHPB shall represent the Board in its official actions except as specifically authorized by majority vote.
5. Members shall refrain from discussing or expressing opinions on matters on the Board's agenda outside of Board meetings except as authorized in (D), or on direction from the Chair.
6. To avoid conflict of interest, no Board member shall vote on the determination if any case in which he/she or members of his/her immediate family have a financial interest.
7. Board members shall not vote on any application or determination unless he/she has the approval of the Chair contingent on the Chair's determination that the member has familiarized himself/herself with the subject and the minutes of any meetings where the subject was discussed.

SECTION 2 - PROCEDURES FOR CONDUCTING MEETINGS

A. Pre-Meeting

1. If there are agenda items, regular meetings will be held at 5:30 p.m. on the first Wednesday of every month at City Hall, 129 S. Chelan Avenue. In case of scheduling conflicts the meeting place may be changed at the discretion of the Chair with three days advance notice given to WHPB members and (24 hour published notice) to the public. If the first Wednesday of the month falls on an official holiday, the meeting may be changed to a time and place as determined by the WHPB at the preceding month's meeting. If such a change occurs, the regular meeting place will be posted as to the new time and place.
2. If there are no agenda items, the Chair may cancel the regular meeting after giving all WHPB members 48 hours and the public 24 hours advance notice. However, if three WHPB members express the desire to hold the meeting it shall convene as scheduled. If the meeting is canceled, a notice to the affect will be posted at the regular meeting place at the regular time.
3. Special meetings may be called by the Chair or by a majority of WHPB members. Board members will be given at least 48 hours advance notice of the time and place of such meetings.
4. All regular and special meetings will be open to the public and the date, place and agenda will be publicized in accordance with the Open Public Meetings Act (Chapter 42.30RCW) except when a majority of Board members determine that an executive session is necessary as detailed in the Open Public Meeting Act (Chapter 42.30.110). The agenda for regularly scheduled meetings shall be posted and advertised six days prior to the regularly scheduled meetings.
5. The order of agenda items will be determined by their order of receipt. Application submittal times are as follows:
 - a. Applications for Nomination to Local Register, Special Evaluation and National Register review must be filed by the 1st day of the month prior to the Board's next regularly scheduled meeting at which they are to be considered; e.g. January 1st deadline for a February regular meeting.
 - b. Design Review applications must be filed by the 15th of the month prior to the Board regularly scheduled meeting at which they are to be considered; e.g. January 15th deadline for a February regular meeting.
6. Staff shall be responsible for notifying principals in each case as specified under the rules for Review procedures.

B. Regular Order of Business for Meetings

1. Business will be conducted under Robert's Rules of Order except where this contradicts with the bylaws or other special rules adopted by the WHPB which then take precedence. All issues will be decided by simple majority vote except amendments to the bylaws which require a vote of two-thirds of the membership
2. Four members or 51 percent of the non-vacant member-ship of the WHPB constitutes a quorum. Meetings without a quorum will be recessed to the earliest possible date.
3. Minutes will be taken during all WHPB proceedings. Additionally, the meetings may be taped to further clarify the minutes.
4. The regular order of business shall be as follows:
 - a. Call to Order
 1. Roll Call
 - b. Administrative Affairs
 1. Changes to Agenda
 2. Approval of minutes
 3. Next meeting date
 - c. Public Meeting Topics
 - d. Other Business
 - e. Adjournment
5. The regular order of business for consideration of applications for local or National Register review, design review and special valuation review shall be as follows:
 - a. The Chair or Chair designated person shall offer a preliminary statement concerning the application;
 - b. The applicant or the designed agent of the applicant presents statements in favor of the application including relevant pictures, models, etc.;
 - c. Statements in opposition to the application.
 - d. Comments by interested persons, organizations, or legal entities.
 - e. Rebuttal by all concerned parties.
 - f. Staff comments.
 - g. Summary of above by Chair or designated person.
 - h. Deliberation by Board.
 - i. Motion for action.
 - j. Vote.

During the course of the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the WHPB

6. The WHPB shall act on each application at the meeting unless the Chair or a majority of the Board decides to defer consideration to a later date. Requests for continuance may be granted if all parties agree. The continuance will be publicly announced by the Chair, and the case automatically set on the agenda for the next regularly scheduled meeting. In such a case, no further notice is required for the principles in the case.
7. In the event of the uncontrollable disruption of the meeting the WHPB may clear the meeting room and continue in executive session or may adjourn and reconvene at another location selected by majority vote of the members. In such a case, business shall be restricted to those items on the printed agenda. Persons or news media representatives not participating in the disturbance may be readmitted in this situation.

C. POST MEETING

1. Staff will be responsible for notifying participants as called for under rules for specific review procedures.
2. Staff will be responsible for forwarding materials to participants as called for under rules for specific review procedures.

WENATCHEE HISTORIC PRESERVATION RULES AND PROCEDURES FOR NATIONAL REGISTER OF HISTORIC PLACES REVIEW

As a Certified Local Government (CLG) under the National Historic Preservation Amendments Act of 1980 (P.L. 96-515), one of the principle duties of the City of Wenatchee is to take responsibility for review of nominations of properties to the National Register of Historic Places. Under the State of Washington Certified Local Governments Program Requirements and Procedures (Section III(A)) and in accordance with the CLG Certification Agreement between the City of Wenatchee and the State Historic Preservation Officer (SHPO) of Washington, the Wenatchee Historic Board (WHPB or Board), is made responsible for reviewing National Register Nominations.

These rules and regulations then are intended to satisfy the State of Washington Certified Local Governments Program Requirements and Procedures (Section 1(G)) which requires the CLG to establish local laws, bylaws or administrative rules that will provide for participation in the National Register Nomination process.

RULES AND PROCEDURES

A. Pre-meeting

Within 30 days after receipt of an adequately documented National Register Inventory-Nomination Form, the State Historic Preservation Officer (SHPO) notifies the property owner and the Mayor of Wenatchee and forwards a copy of the nomination to the WHPB.

If qualified Staff, Board members, or consultants are not available, the review must be expedited. Expedited review can be initiated locally by the CLG or at the State level by SHPO. A locally initiated request for expedited review must contain the signatures of the Mayor and the Chair of the WHPB.

1. Staff

Upon receipt of the notification of a National Register nomination, the Staff:

- a. Determines if qualified staff, Board members or consultants are available.
- b. Schedules a hearing or determines on expedited review.
- c. At least one week prior to the hearing, notifies the public by posting legal notice.
- d. At least one week prior to the hearing, notifies in writing the applicant, all principal property owners and persons, organizations, or legal entities residing, leasing or owning contiguous properties of the date, time and location of the hearing.
- e. Shall schedule a site visit for the Board.
- f. Shall prepare and mail materials to Board members.
- g. If the Staff is qualified, or a consultant, shall visit the site and prepare the staff recommendation.
- h. In case of a locally initiated expedited review, prepare letter of request, obtain the signatures of the WHPB Chair and the Mayor, and mail the letter to the SHPO.

2. Wenatchee Historic Preservation Board

Prior to the hearing the WHPB shall:

- a. Review the nomination.
- b. Visit the property.
- c. In case of a locally initiated expedited review, the Chair signs the request.

B. Hearing

Designation review will occur at specially scheduled hearings. Nominations will be considered in the order in which they were received by the Board.

The Wenatchee Historic Board members apply National Register criteria to the property or district to evaluate the nomination. The members should only consider information related to the designation criteria as presented in federal regulations (36 CFR 60 and 36 CFR 63) during the review.

1. The Board

- a. Determines the category of historic property.
- b. Establishes the context for evaluating the property.
- c. Identifies the level of significance.
- d. Evaluates the integrity of the property.
- e. Determines if there are special conditions that might make the property eligible.
- f. Determines if the property meets the criteria.

2. The regular order of business for consideration of applications for local or National Register review shall be as follows:

- a. The Chair or Chair designed person shall offer a preliminary statement concerning the application.
- b. The applicant or the designated agent of the applicant presents statements in favor of the application including relevant pictures, models etc.
- c. Statements in opposition to the application.
- d. Comments by interested persons, organizations, or legal entities.
- e. Rebuttal by all concerned parties.
- f. Staff comments.
- g. Summary of above by Chair or designated person.
- h. Deliberation by Board. The motion for designation should be based on the designation criteria.

3. During the hearing, the above procedure may be temporarily modified by the concurrence of all parties and the WHPB.

C. Post hearing

1. Staff

After the hearing, Staff will:

- a. Prepare the Commission's report as a finding of fact. The finding of fact should clearly state the relevant designation criteria and how the property meets or fails to meet the criteria.
- b. Forward the Commission's recommendation and the application to the Mayor for the official recommendation.

The Commission's report and the Mayor's recommendation must be returned to SHPO within 60 days of the original delivery date.

APPLICATION STANDARDS -- NATIONAL REGISTER

An acceptable National Register of Historic Places application is a nomination form completed according to uniform guidelines as presented in "National Register of Historic Places, Washington State Register of Historic Places: A Nomination Guide," from the Washington State Office of Archaeology and Historic Preservation.

The National Register of Historic Places/Survey--Inventory Form, available from OAHP, must be typed and completely filled in. Blanks that are not applicable to the property should be filled with "N/A".

All interior and exterior features and outbuildings which contribute to the designation should be mentioned and described. District designations should include a description of proposed district boundaries, the characteristics of the districts which justifies its designation and a list of all properties including features, structures sites, and objects and open spaces which contribute to the designation of the district.

The original form should be presented along with the following documentation:

1. A U.S.G.S. map with the UTM reference points identified.
2. A sketch or scaled map showing significant property elements and property boundaries for nominations involving more than a single structure or site.
3. Photographs detailing the historic nature of the property. Photos documentation includes 8"x10" glossy black and white photographs with negatives and color slides, which must be clearly labeled to identify case, location, subjects and the direction and the photograph was taken. OAHP should be consulted regarding exact photo requirements for specific nominations.

Incomplete forms or those with insufficient documentation will not be considered and will be returned to the applicant.

NATIONAL REGISTER CRITERIA

The following are criteria for the inclusion of properties to the National Register of Historic Places as established in the Code Federal Regulations (36CFR60).

The quality of significance in American history, architecture, archaeology, engineering and culture is present in districts, sites, buildings, structures and objects that possess integrity of location, design, setting, materials, workmanship, feeling and association, and:

1. That are associated with events that have made a significant contribution to the broad patterns of our history; or
2. That are associated with the lives of persons significant in our past, or
3. That embody the distinctive characteristics of a type, period or method of construction, or that represent the work of a master, or that possess high artistic value, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
4. That have yielded, or may be likely to yield, information important in prehistory or history.

Criteria Consideration

Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic building, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

1. A religious property deriving primary significance from architectural or artistic distinction or historical importance; or
2. A building or structure removed from its original location but which is significant primarily for architectural value or which is the surviving structure most importantly associated with a historic person or event; or
3. A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building directly associated with his productive life; or
4. A cemetery which derives its primary significance from graves of persons or transcendent importance, from age, from distinctive design features, or from association with historic events; or
5. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
6. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or
7. A property achieving significance within the past 50 years if it is of exceptional importance.

CITY OF WENATCHEE

CLG REVIEW

NATIONAL REGISTER OF HISTORIC PLACES NOMINATION

NAME OF PROPERTY: _____

LOCATION: _____

IN THE OPINION OF THE WENATCHEE HISTORIC PRESERVATION BOARD, THE PROPERTY

MEETS _____ DOES NOT MEET _____

THE NATIONAL REGISTER CRITERIA AND

RECOMMENDS _____ DOES NOT RECOMMEND _____

LISTING THE PROPERTY ON THE NATIONAL REGISTER OF HISTORIC PLACES.

CHAIR, WENATCHEE HISTORIC PRESERVATION BOARD

LOCAL ELECTED OFFICIAL RECOMMENDATION:

THE MAYOR OF WENATCHEE

RECOMMENDS _____ DOES NOT RECOMMEND _____

LISTING THE PROPERTY ON THE NATIONAL REGISTER OF HISTORIC PLACES.

MAYOR OF WENATCHEE

CITY OF WENATCHEE

CLG EXPEDITED REVIEW

NATIONAL REGISTER OF HISTORIC PLACES NOMINATION

NAME OF PROPERTY: _____

LOCATION: _____

THE CITY OF WENATCHEE REQUESTS AN EXPEDITED REVIEW OF THE ABOVE PROPERTY
FOR NOMINATION TO THE NATIONAL REGISTER OF HISTORIC PLACES FOR THE
FOLLOWING REASONS:

CHAIR, WENATCHEE HISTORIC
PRESERVATION COMMISSION

MAYOR OF WENATCHEE

WENATCHEE HISTORIC PRESERVATION BOARD
RULES AND PROCEDURES FOR
WENATCHEE REGISTER OF HISTORIC PLACES DESIGNATION REVIEW

Under the provisions for the Wenatchee Historic Preservation Ordinance (WHPO) the Wenatchee Historic Preservation Board (WHPB or Board) is directed to initiate and maintain a Wenatchee Register of Historic Places (WRHP or Register) and to review nominations to the Register (Wenatchee Historic Preservation Ordinance 3048, Section 4.2 and 4.3).

- A. Any building, structure, site, object or district may be placed on the WRHP if:
 - 1. The WHPB determines that it meets WRHP criteria;
 - 2. It is approved by the Wenatchee City Commission;
 - 3. There is owner consent for placement.
- B. Any individual, group of property owners or other interested group or association, City or County Commission member, Wenatchee Historic Preservation Board member or the WHPB as a whole may nominate a building, structure, site, object or district for inclusion on the Register.

PROCEDURES FOR CONDUCTING DESIGNATION REVIEW MEETINGS

A. PRE-MEETING

1. The Applicant or Designate Agent:
 - a. Meets with WHPB Staff (Staff) concerning the application form and the necessary documentation.
 - b. Submits the completed application to Staff at least one month before the regularly scheduled meeting at which the application is to be considered.
2. Staff:
 - a. Meets with the applicant concerning the application form and the necessary documentation.
 - b. Reviews the application for completeness and includes the case on the agenda based on determination that the application is complete. Staff review may include meetings with owners and adjacent property owners, interviews, historic research and examination of the property.
 - c. Prepares a report for the Board based on the review.
 - d. Arranges with the property owners for an on-site inspection by the WHPB or designated committee.
 - e. Notifies in writing the applicant, the owner (if different), and persons, organizations or legal entities residing, leasing or owning properties contiguous to the property in question at least one week prior to the meeting at which the application is to be considered. The date and time of the meeting will be specified in the announcement.
3. Wenatchee Historic Preservation Board
 - a. Reviews the nomination and staff report.
 - b. Visits the property.

B. MEETINGS

1. Designation review will occur at regularly scheduled meetings as detailed in the rules for conducting Wenatchee Historic Board meetings.
2. The regular order of business for consideration of applications to the Wenatchee Register of Historic Places shall be as follows:
 - a. The Chair or Chair designated person shall offer a preliminary statement concerning the application.
 - b. The applicant or the designated agent of the applicant presents statements in favor of the application including relevant pictures, models, etc.
 - c. Statements in opposition to the application.
 - d. Comments by City of Wenatchee Planning Department, interested persons, organizations or legal entities.
 - e. Rebuttal by all concerned parties.
 - f. Staff comments.
 - g. Summary of above by Chair or designated person.
 - h. Deliberation by Board.
 - i. The motion for the recommendation should be based on the designation criteria.

During the course of the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the WHPB.

3. Board members apply the designation criteria, as outlined in the City Ordinance, to the property or district to evaluate the nomination. The members should consider information related to the designation criteria as presented above during the designation meeting and from the site visit. The Board:
 - a. Determines the category of historic property.
 - b. Establishes the context for evaluating the property.
 - c. Identifies the level of significance (National, State, local).
 - d. Evaluates the integrity of the property.
 - e. Determines if there are special conditions that might make the property eligible.
 - f. Determines if the property meets the criteria.
 - g. Votes on the recommendation.

C. POST MEETING

1. Staff

After the meeting staff will:

- a. Prepare the Board's report as a finding of fact, clearly stating the relevant designation criteria and how the property meets or fails to meet the criteria.
- b. Notify owner and applicant in writing of the WHPB's recommendation within one week of the meeting.
- c. Notify applicant of the appeals process if the recommendation is against placement of the property on the Register.
- d. Attempt to get the owner's written permission for placement of the property on the Register if the recommendation is for placement on the Register. For historic districts, owner consent will be by a simple majority with each owner having one vote.
- e. Forward the Commission's recommendation, the application, and supporting documentation, including letters of support and opposition, and the owner's written permission to the City Commission for final determination.
- f. Transmit proposed historic district boundaries to the Planning Commission for review and recommendation to the City Commission.
- g. Notifies the Building and Planning Departments if the property is listed on the Register.
- h. Notifies applicant of the City Commission's final decision.

2. Wenatchee City Commission

Once the case is with the City Commission, they can concur with or reject the Commission's recommendation, or send the case back to the Board for further study.

If the Commission:

- a. Concurs with a positive recommendation, and the owner's permission has been secured, the property is listed on the Wenatchee Register of Historic Places.
- b. Concurs with a negative recommendation, the property is not listed on the WRHP.
- c. Rejects the recommendation, the case goes back to the WHPB.

3. Wenatchee Historic Preservation Board

If the recommendation is rejected by the City Commission, at the next regularly scheduled meeting, the Board:

- a. If a positive recommendation was rejected, decides whether any other protection for the property is necessary or possible, including initiation of the National Register process.
- b. If a negative recommendation is rejected, votes on whether to continue the case by providing more documentation, or to concur with the Commission decision and list the property on the Register.

If the Staff was unable to get the owner's permission for listing, the Board proceeds as in (a), above.

D. APPEALS OR RESUBMISSION

1. A negative recommendation or a non-acceptance of an application by the WHPB is not irrevocable. If new information becomes available or if the applicant wishes, the application may be resubmitted with WHPB approval to the City Commission. In such a case, the entire procedure must be followed.
2. If the applicant disagrees with the Commission's recommendation, the applicant may present the case directly to City Commission. In such a case, documentation shall be limited to that nomination material presented during the WHPB public meeting and the minutes of that meeting.

E. MISCELLANEOUS

1. Once a property has been approved by the WHPB for placement on the Wenatchee Historic Register, the certificate of appropriateness review process becomes effective. If the City Commission does not concur with the WHPB's recommendation and the property is not listed, the review process no longer applies.
2. If the case involves an historic district, the boundaries of that district are set with Commission approval. Any boundary change involves proceeding through the entire review process.
3. In the event that any property is no longer deemed appropriate for designation the Wenatchee Historic Register, the WHPB may initiate removal by following the same procedure as provided for listing.
4. In its designation recommendation, the Board shall consider the Wenatchee Historic Inventory and the City Comprehensive Plan.

WENATCHEE REGISTER OF HISTORIC PLACES – APPLICATION STANDARDS

An acceptable Wenatchee Register of Historic Places application is a nomination form completed according to uniform guidelines as presented in “National Register of Historic Places, Washington State Register of Historic Places: A Nomination Guide,” from the Washington State Office of Archaeology and Historic Preservation.

The Wenatchee Register of Historic Places/Survey—Inventory Form, available from the Wenatchee Historic Preservation Board, must be typed and completely filled in. Blanks that are not applicable to the property should be filled with “N/A”.

All interior and exterior features and outbuildings which contribute to the designation should be mentioned and described. District designations should include a description of proposed district boundaries, the characteristics of the district which justifies its designation, and a list of all properties including features, structures, sites, objects and open spaces which contribute to the designation of the district.

The original form should be presented along with the following documentation:

1. A U.S.G.S. map with the UTM reference points identified. If the property is included on the Kroll map of Wenatchee, this should be included also.
2. A sketch or scaled map showing significant property elements and property boundaries for nominations involving more than a single structure or site.
3. Photographs detailing the historic nature of the property. Photo documentation should be 3"x5" minimum format in black and white with negatives and must be clearly labeled to identify case, location, subjects and the direction the photograph was taken. The Wenatchee Historic Board staff should be consulted regarding exact photo requirements for specific nominations.

Uncompleted forms or those with insufficient documentation will not be considered and will be returned to the applicant.

WENATCHEE HISTORIC REGISTER CRITERIA

The following are criteria for the inclusion of properties on the Wenatchee Register of Historic Places as stated in the Wenatchee Historic Preservation Ordinance 3048, Section 5A.

Any building, structure, site, object or district may be placed on the WRHP if it is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of Wenatchee; has historical integrity; is at least 50 years old, or, if younger, possesses exceptional importance; and if it meets at least one of the following criteria:

1. It is associated with events that have made a significant contribution to the broad patterns of national, state or local history.
2. It embodies the distinctive architectural characteristics of a type, period, style, or method of construction, or represents a significant and distinguishable entity whose components may lack individual distinction.
3. It is an outstanding work of a designer, builder or architect who has made a substantial contribution to the art.
4. It exemplifies or reflects special elements of the City's cultural, special, economic, political, esthetic, engineering or architectural history.
5. It is associated with the lives of persons significant in national, state or local history.
6. It has yielded or is likely to yield important archaeological information.
7. It is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with a historic person or event.
8. It is a birthplace or grave of a historical fixture of outstanding importance and is the only surviving structure or site associated with that person.
9. It is a cemetery which derives its primary significance from age, from distinctive features, or from association with historic events or cultural patterns.
10. It is a reconstructed building that has been executed in a historically accurate manner on the original site.
11. It is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.

WENATCHEE HISTORIC PRESERVATION RULES AND PROCEDURES FOR DESIGN REVIEW

Design Review is the process through which the Wenatchee Historic Preservation Board (WHPB or Board) reviews proposed changes to Wenatchee's historic resources. Once a property is listed on the Wenatchee Historic Register any work done on the property that would ordinarily necessitate a building permit will, in addition, require a certificate of appropriateness. These activities include:

1. Demolition of historic structures.
2. Alterations to historic structures.
3. New construction within historic districts.
4. Change of use.

The certificate of appropriateness is approved by the WHPB as required and under powers granted it by the Historic Preservation Ordinance of the City of Wenatchee (Wenatchee City Ordinance 3048, Section 6. These rules shall have no application to ordinary repairs and maintenances, including painting, or to emergency measures as defined in the Wenatchee Historic Preservation Ordinance (Ordinance 3048, Section 1.

PROCEDURES FOR CONDUCTING MEETINGS

A. Pre - meeting

1. Applicant/Designated Agent

An applicant wishing to make such changes:

- a. Applies to the Building Department according to usual procedure.
- b. Applies to the WHPB staff for a review of proposed changes on a Wenatchee Historic Register property or within a historic district.
- c. Meets with WHPB staff to review design guidelines.
- d. Submits application for design review at least one week before a regularly scheduled meeting.

2. Building Department

The Wenatchee Building Department shall:

- a. Report to the WHPB staff on any application for a permit to work on a designated Wenatchee Historic Register property or a property within a designated Wenatchee Historic District.
- b. Continues processing the permit.
- c. Works with the WHPB staff in considering fire and building codes.
- d. Does not issue permits until the WHPB recommendations are received.

3. Staff

Prior to the meeting the WHPB staff shall:

- a. Notify the applicant of the Board review requirements.
- b. Meet with the applicant to transmit design guidelines and information on necessary documentation and completion of the application form.
- c. After the form is submitted, review it for completeness.

- d. If the form is complete, place the case on the agenda for the next regularly scheduled meeting.
 - e. Make arrangements if necessary for the WHPB to visit the property. This may include interior visitation.
 - f. Not be required to make special notification of contiguous property owners.
4. Wenatchee Historic Preservation Board
- Before the meeting, the Wenatchee Historic Preservation Board shall:
- a. Review the application and the staff report.
 - b. Visit the property if necessary.

B. Meeting

- 1. Design review will occur at regularly scheduled meetings. Design review applications will be considered in the order in which they were received by the Board.
- 2. The regular order of business for consideration of design review applications shall be as follows:
 - a. The Chair or Chair designated person shall offer a preliminary statement concerning the application.
 - b. The applicant or the designed agent of the applicant presents statements in favor of the application including relevant pictures, models, etc.
 - c. Statements in opposition to the application.
 - d. Comments by interested persons, organizations or legal entities.
 - e. Rebuttal by all concerned parties.
 - f. Staff comments.
 - g. Summary of above by Chair or designated person.
 - h. Deliberation by Board.

During the course of the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the WHPB.

- 3. As part of this deliberation, the WHPB shall review the proposed work, using information from the site visit and application materials, comparing this information with the design review criteria established in Rules. The design review criteria for Wenatchee shall be those as outlined in The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings or the revised standards for the City of Wenatchee.
 - a. If the alterations meet the standards, a Certificate of Appropriateness is issued.
 - b. If the alterations fail to meet the Standards, the Certificate of Appropriateness is not issued and the recommendation is against the Building Department issuing the permit.
 - c. If the alterations would meet the Standards with modification, the Certificate of Appropriateness is issued with Conditions of Issuance.

C. Post Meeting

1. Owner/Designated Agent

Following the meeting, the owner/designated agent has the following options:

- a. If the owner agrees in writing to comply with the WHPB's recommendations and Conditions for Issuance, he/she receives a Certificate of Appropriateness.
- b. If the owner disagrees with the recommendation, he/she can drop the case, reapply with modifications. The applicant should be encouraged to reapply to the Historic Board with modified plans.
- c. The owner may remove the property from the Wenatchee Register of Historic Places; however a building permit is still required through the Building Department.

2. Staff

After the meeting the staff shall:

- a. Issue the Commission's recommendation as a finding for fact, clearly stating he intended modifications and how they meet or fail to meet the Secretary of the Interior's Standards or the City of Wenatchee's revised Standards.
- b. Within a week of the meeting notify the owner/designated agent in writing of the Commission's decision.
- c. Meet with the owner/designated agent and execute an agreement to follow the Conditions of Issuance.
- d. Get the owner/designated agent's signature on the Conditions of Issuance.
- e. Within 30 days of the receipt of the complete application, forward the Commission's recommendation, the Certificate of Appropriateness (if issued) and any Conditions of Issuance to the Building Department.

3. Building Department

After receiving the application, Certificate of Appropriateness (if issued) and any Conditions of Issuance from the WHPB staff, the Building Department will:

- a. Make the final decision on the issuance of the permit.
- b. Notify the WHPB of its decision.

WENATCHEE HISTORIC PRESERVATION BOARD
APPLICATION STANDARDS FOR DESIGN REVIEW

Documentation is required for alterations to or demolition of a property on the Wenatchee Register of Historic Places (WRHP) or for new construction within a district on the Register. Required documentation shall minimally include all the materials identified illustrating:

1. Existing conditions
2. Proposed alterations
3. Affect on historic properties (impact)

At least one copy of the documents detailed below must be submitted with the application. These will remain on file with the WHPB. All drawings, mean plans and elevations must be drawn to scale or have the measurements included and be signed by the architect or draftsman.

The required documentation varies with anticipated project costs. If the alteration or new construction is expected to exceed \$15,000, see Section 4 below.

For phased projects, one copy of all required documentation shall be submitted for each phase of the project.

SECTION 1. ALTERATIONS

I. Existing conditions

- A. A copy of the WRHP nomination
- B. Photographs - photos should be 3"x3" or 3"x5" minimum format in black and white with negatives and must be clearly labeled to identify case, location, subjects and the direction the photograph was taken.
Necessary photographs include:

1. Building on lot, including elevations and facades that are to be altered.
2. In a historic district, photographs of structures adjoining the property, as well as those across the street and/or alley are necessary including streetscapes.

II. Proposed alterations

- A. Precise written statement describing work on WHPB application form.
- B. Working drawings.
- C. For rehabilitation or restoration work, historic photographs and statement of physical or documentary evidence for proposed changes particularly if replacement is proposed.
- D. Materials, samples and additional photographs may be required by the WHPB.

- E. Descriptions of proposed signs, re-roofing plans, fences, parking lots and landscaping changes.
- F. Other information as required.

III. Impact

Working drawings showing how proposed alterations would affect historic elements listed in the property nomination form.

SECTION 2. NEW CONSTRUCTION

New construction refers to building within a historic district listed on the WRHP.

I. Existing conditions

- A. Site plan or measured drawings indicating the following:
 - 1. Existing adjacent buildings
 - 2. Property lines and utilities
 - 3. Right of ways
 - 4. Building setbacks and allowed side yards
 - 5. Existing planting materials and size
- B. Photographs - Photos should be 3"x3" or 3"x5" minimum format in black and white with negatives and must be clearly labeled to identify case, location subjects and the direction the photograph was taken. Photographs of structures adjoining the property, as well as those across the street and/or alley are necessary including streetscapes.
- C. Other information as required.

II. Proposed construction

- A. Precise written statement describing work on WHPB application form.
- B. Site plan including that information specified in Section 2 (1) (A) above and:
 - 1. The proposed building(s) outline with dimensions relative to property lines and existing buildings adjacent to the property.
 - 2. New parking areas, driveways, utilities, etc.
 - 3. Any proposed planting and landscaping, sidewalks, and patios, mechanical equipment and other appurtenances such as walls, gates and accessory buildings.
 - 4. Other information as required.

III. Impact

- A. Precise written description of how the proposed new construction will affect the historic nature of the district.
- B. Sketch of affected streetscapes.

SECTION 3. DEMOLITION

Necessary documentation for demolition of a property on the Wenatchee Register of Historic Places must include:

- 1. A copy of the nomination of the property to the Wenatchee Register of Historic Places.
- 2. Description of structural integrity.
- 3. Reason or justification for demolition (should include statements of why the property is not salvageable or why it cannot be maintained)
- 4. Any planned new construction.
- 5. Photographs of all sides of structure and the interior.
- 6. Survey plat.
- 7. Any additional documentation required by the Board.

SECTION 4. REQUIREMENTS FOR PROJECTS OVER \$15,000

If alterations or new construction is expected to exceed \$15,000, the following additional documentation is necessary:

I. Existing condition

- A. A scaled site plan or plans illustrating existing conditions, including:
 - 1. Building dimensions relative to property lines and existing building adjacent to the property.
 - 2. Right-of-ways
 - 3. Building setbacks
 - 4. Utilities

5. Any planting and landscaping, parking lots, driveways, sidewalks and patios, mechanical equipment and other appurtenances such as walls, gates and accessory buildings
 6. Features mentioned in the nomination and their condition
 7. Other information as required
- B. Building elevations and typical building cross section illustrating existing conditions, including:
1. Vertical dimensions
 2. Existing grade
 3. Cladding
 4. Roof type, slopes and material
 5. Window type and material
 6. Mechanical vents
 7. Types of outdoor light fixtures
 8. Design and location of signage
 9. Features mentioned in the nomination and their condition
 10. Other information as required
- C. If historic significance is related to interior features, floor plans depicting:
1. The arrangement of the interior spaces
 2. Location of windows and doors
 3. Features mentioned in the nomination
 4. Other information as required.

II. Proposed alteration or construction

Complete blueprints and construction plans of project

III. Impact

- A. A scaled site plan or plans showing conditions after the proposed construction including those items listed under (I)(A) above and with specific depictions and description of how changes will affect those items under (I)(A)(6) above.
- B. Building elevations and typical building cross section showing conditions after the proposed construction including those items listed under (I)(B) above and with specific depictions and descriptions of how changes will affect those items under (I)(B)(9) above.
- C. Interior floor plans after the proposed construction including those items under (I)(C) and with specific depictions and descriptions of how changes will affect those items under (I)(C)(3) above.

CRITERIA FOR DESIGN REVIEW

The Secretary of the Interior has established the following Standards to be considered during the Design Review process:

Secretary of the Interior's Standards for Rehabilitation

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure or site and its environment, or to use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other building or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to any project.
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material.
10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed, in the future, the essential form and integrity of the structure would be unimpaired.

To achieve the above goals and to safeguard the heritage of the City of Wenatchee as called for in the Historic Preservation Ordinance, a two part evaluation is necessary.

1. The identification of those materials, features and combinations of features that confers significance to properties or districts on the Wenatchee Register of Historic Places.
2. Assessing the potential impact of rehabilitation work necessary for efficient contemporary utilization of the property.

The historic character of a property or district is defined by many features. Cladding whether of wood or masonry; style, composition and decorative features of the roof, the presence of architectural metals; window number, arrangements and styles; entrances and porches; storefronts on commercial building; internal arrangement and detailing; and the historic relationship between buildings, landscape features and open space, as well as many other materials and features can all contribute to a property's character.

After identifying the distinguishing historic characteristics of a property subject to the Design Review process, retention and preservation of those features and materials is the primary goal of the Design Review effort.

This is accomplished through the review process individual to each property; however, there are preferred options, specified by the Secretary of the Interior, common to each property. These are, in descending order of preferability: (1) protecting and maintaining, (2) repairing, (3) replacing, (4) design for missing features, and (5) alterations and additions to historic buildings.

PROTECTING AND MAINTAINING

Protecting and maintaining is accomplished by:

1. Providing proper drainage so that water does not cause damage to
 - a. Masonry
 - b. Flat, horizontal and decorative wooden features
 - c. Flat, horizontal and decorative metal features
 - d. Structural members, foundations and walls
 - e. The historic landscape
2. Providing proper venting which helps prevent moisture condensation damage and subsequent insect damage.
3. Cleaning features and materials only when necessary using only the gentlest methods. This includes cleaning gutters and downspouts on roofs and replacing flashings on the roof and over windows.
4. Removing rust from metal structural and decorative features.
5. Examining protective coating systems (paint, shellac, etc.) and removal of loose or deteriorated materials to the next intact layer by the gentlest means possible. (This may include electric heating devices, chemicals, or scraping and brushing.) Reapplication of compatible protective coating systems following proper surface preparation in historically accurate colors is then necessary to prevent deterioration.
6. Applying non-obtrusive chemical and physical preservatives to features not previously protected.
7. Providing non-obtrusive insulation, recaulking and weatherstripping to improve thermal efficiency.
8. Carefully testing of all the above materials and methods in non-conspicuous areas to gauge their effect on the historic fabric.
9. Carefully inspecting materials and features to see if repairs or replacement is necessary. This may include such non-destructive techniques as x-ray photography to evaluate the structural integrity of buildings or structures.

REPAIRS

Repairs may include patching, splicing, piecing in, or reinforcing present materials and features (including upgrading individual elements of a feature), following recognized preservation methods. If there are seriously deteriorated or missing elements along with surviving models of prototypes, repairs may also include limited in kind replacement or replacement with a compatible substitute material if the original material is not economically feasible.

In repairing, duplication of the appearance, strength, composition, color and texture is sought. For example, in repointing masonry, care should be taken to replicate the size and shape of the mortar joint and the color of the mortar. For repairing stucco, the damaged material should be removed and the stucco matched in strength, composition, color and texture.

REPLACING

If an entire feature is too deteriorated to repair, but the overall form and detailing are still evident, the feature should be replaced. The replacement should attempt to replicate the

original, using the physical evidence to guide the new work. If using the exact material is not technically or economically feasible, a compatible substitute material may be considered. The substituted material should offer the same or greater structural support.

DESIGN FOR MISSING HISTORIC FEATURES

Due to its complex technical and/or design implications, this option should only be considered after the other possibilities have been explored. It entails designing and installing a copy when the historic feature or model is physically missing. A restoration using historical descriptions, pictorial representations, and/or physical documentation may be attempted, or a new design, compatible in size, scale, material and color may be substituted.

ALTERATIONS AND ADDITIONS

New additions to historic buildings should be a last resort and should be placed to minimize loss, damage or the obscuring of character defining features. Both internal and external alterations should be as inconspicuous as possible from the public right-of-ways and from main interior spaces. Such new features should be compatible with overall building design in terms of size, scale, material and color, but should not try to duplicate existing historical features.

Excavations adjacent to historic foundations should be limited to avoid damage to those foundations or to any archaeological deposits that may be nearby.

Alterations for health and safety codes or for energy retrofitting should be done so that the historic buildings character defining spaces, features, etc., will not be impacted.

SPECIAL VALUATION PROCEDURES FOR
WENATCHEE HISTORIC PRESERVATION BOARD AND STAFF

A. Pre-meeting

Prior to the meeting, the Wenatchee Historic Preservation Board staff:

1. Places the case on the agenda for the next regularly scheduled meeting as long as there is at least 20 days review period before that meeting. If there is not 20 days the case will be scheduled for the next month's regularly scheduled meeting.
2. Review the case and prepares a report for the Board.
3. If necessary, arranges a property visitation with the owner for the Board.

B. Post meeting

After the meeting, the Staff shall:

1. Forward the recommendations to the appropriate parties within 10 days of the meeting.
2. Notifies the owner in writing within a week of the meeting of the Commission's recommendation:
3. If the property is ineligible advise the applicant of the reasons for the denial and inform him/her of the appeals process.
4. If the Board grants special valuation status to the property, prepares the terms of agreement for the Board.
5. If the applicant signs the terms of agreement and the Board approves the application transmits the application and the agreement to the County Assessor's office for recording.
6. Notify the Washington State Advisory Council of the application approval.
7. Monitors, at least once a year during the special valuation 10 year period, the owner's compliance with the terms of the agreement.
8. If the owner fails to comply with the terms of the agreement or because of the rehabilitation, the property loses historic value to such an extent that it is no longer deemed appropriate for inclusion to the Wenatchee Register of Historic Places by a majority of the WHPB members, notify the owner, the assessor, and the Washington State Advisory Council of the disqualification.

SPECIAL VALUATION PROCEDURES FOR
WENATCHEE HISTORIC PRESERVATION BOARD

A. The WHPB:

1. Review the application and the Staff report.
2. If necessary visits the property.

B. Meeting

The regular order of business for consideration of Special Valuation applications shall be as follows:

1. The Chair or Chair designated person shall offer a preliminary statement concerning the application.
2. The applicant or the designated agent of the applicant presents statements in favor of the application including relevant pictures, models, etc.
3. Statements in opposition to the application.
4. Comments by City of Wenatchee Planning Department, interested parties, organizations or legal entities.
5. Rebuttal by all concerned parties
6. Staff comments.
7. Summary of above by Chair or designated person.
8. Deliberation by Board.

At the meeting the WHPB determines if:

1. The property is on the Wenatchee Register of Historic Places or within the boundaries of a Wenatchee Register Historic District.
2. The work was done within 24 months prior to the application date. The applicant must submit evidence to this effect.
3. The work complies with the Standards by no adversely affecting those elements that contribute to the property's significance.
4. The "qualified rehabilitation expenditures" constitute at least 25 percent of the assessed value of the property prior to the rehabilitation.
5. If all the conditions are satisfied, the WHPB votes on the application.

C. Post meeting

After special valuation status has been granted, the WHPB:

1. Enters into an agreement with the owner on behalf of the City of Wenatchee.
2. Upon the execution of the agreement with the applicant approve the application.
3. If the property is consequently sold, enter into an agreement with the new owner. That agreement will contain those minimum standards as detailed above and will be effective for the duration of the 10 year period.

WENATCHEE HISTORIC BOARD
SPECIAL VALUATION REVIEW PROCEDURES FOR APPLICANT

A. Pre-meeting

At least one month prior to the meeting, the applicant must:

1. Consult with the Wenatchee Historic Preservation Board (WHPB) Staff prior to beginning rehabilitation work.
2. Submit the application to the County Assessor on a Department of Revenue form no later than 24 months after initiating work. The application must be submitted before October 1 for action before December 31 of that year. No applications will be accepted after that time for evaluation for that year.
3. Monitor construction work to ensure that it conforms to the Washington State Advisor Council's Standards for Rehabilitation (Standards).
4. Maintain accurate records of project costs and dates.

B. Meeting

The applicant or the designated agent:

1. Presents statements in favor of the application including relevant pictures, models, etc.

C. Post meeting

The applicant enters into an agreement with the WHPB who acts on behalf of the City of Wenatchee. This agreement shall cover the 10 year special valuation period and shall include the minimum standards as detailed below. The owner shall:

1. Monitor the property for its continued qualification for special valuation.
2. Comply with rehabilitation plans and minimum standards of maintenance as defined in the agreement.
3. Make historic aspects of the property accessible to public view one day a year, if the property is not visible from the public right-of-way.
4. Apply to the Board for recommended approval or denial of any demolition or alteration.
5. Comply with any other provisions in the original agreement as may be appropriate.

(Wenatchee Historic Preservation Ordinance 3048, Section 8D.)

WENATCHEE HISTORIC BOARD
APPLICATION STANDARDS FOR SPECIAL VALUATION

Documentation shall include, at a minimum, all identified materials illustrating:

- I. That the property is eligible for Special Valuation Status.
- II. When the work occurred.
- III. Whether special valuation financial requirements have been fulfilled.
- IV. Whether the work complies with the Secretary of the Interior's Standards for Rehabilitation.

To properly document each of these divisions, at least one copy of the following documents must be submitted with the application. These will remain on file with the WHPB. For phased development plans, the complete process as detailed in rules and regulations must be followed and documentation submitted for each phase. All drawings, mean plans and elevations must be drawn to scale or have the measurements included and be signed by the architect or draftsman.

For phased projects, complete documentation must be submitted for every phase of the project.

- I. Eligibility
 - A. A copy of the nomination form to the Wenatchee Register of Historic Places early indicating when the property was listed on the Wenatchee Register of Historic Places.
- II. When the work occurred
 - A. A notarized affidavit of completion of the rehabilitation work within 24 months of the date of application is required.
- III. Special valuation financial requirements required documentation
 - A. Notarized affidavit attesting to the actual costs of the rehabilitation work.
 - B. The most recent Chelan County's Assessor's assessment of the value of the rehabilitation structure.
- IV. Compliance with the Secretary of the Interior's Standards

To assure that the applicant has complied with the Standards, the following materials are necessary:

 - A. Precise written statement describing the completed rehabilitation work on the Wenatchee Historic Board's application form.
 - B. If the property was on the Wenatchee Register of Historic Places prior to the project, the Design Review application and accompanying documentation, Certificate of Appropriateness for the rehabilitation work from the Wenatchee Historic Board, and a copy of the terms of agreement as specified under Special Valuation rules and procedures.
 - C. Materials as specified in Application Standards for Design Review illustrating conditions prior to construction (existing conditions), and proposed alterations. If the property was not on the WRHP prior to construction, this material must include:
 1. Photographs taken prior to construction

2. All working drawings including blueprints, site plans, scaled drawings, and other items as specified under Proposed Alterations in Application Standards for Design Review.
- D. Materials illustrating the impact of construction as specified in Application Standards for Design Review under Impact. However, actual construction impacts rather than projected ones must be documented. If the property was not subject to design review, required documentation shall minimally include:
1. A precise written description on a WHPB form of how the alterations have affected those features listed as determining the property's historic character on the WRHP nomination form.
 2. Drawings illustrating those features with notes on how they have been affected by construction.
 3. Photographs – Photos should be 3"x3" or 3"x5" minimum format in black and white with negatives and must be clearly labeled to identify case, location, subjects, and the direction the photograph was taken. Necessary photographs include:
 - a. Historic photographs of replicated features.
 - b. If in a historic district, a current streetscape.
- E. Samples of utilized materials may be required by the Wenatchee Historic Preservation Board.
- F. Other information as required.

CRITERIA FOR SPECIAL VALUATION

The criteria to be followed in the Special Valuation process is the Secretary of the Interior's Standards for Rehabilitation as established in the Federal Code of Regulations (36CFR67). For the Special Valuation process no new construction is eligible except as it is non-habitable, non-rentable space.

Secretary of the Interior's Standards for Rehabilitation:

1. Every reasonable effort shall be made to provide a compatible use for a property which requires alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced wherever possible. In the event replacement is necessary, the new material should match material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to any project.
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.

10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be impaired.

WENATCHEE HISTORIC PRESERVATION BOARD
RULES AND PROCEDURES FOR IMPACT REVIEW

Under the Historic Preservation Ordinance of the City of Wenatchee, the Wenatchee Historic Preservation Board (WHPB) is directed to:

1. Provide for the review, either by the Board or its staff, of all applications for approvals, permits, environmental assessments or impact statements, and other similar documents pertaining to the historic inventory or adjacent properties.
2. Review and comment to the City Council on land use, housing and redevelopment, municipal improvements, and other types of planning and programs undertaken by any agency of the City, other neighboring communities, the County, the State or federal government as they relate to historic resources of the City.

To provide such services:

A. Staff

Staff will receive such applications, statements, assessments, plans, etc., and evaluate possible impacts on historic properties by:

1. Identifying if properties listed on the Wenatchee Register of Historic Places, or the Wenatchee Inventory of Historic Places, or properties eligible to such listing, or properties adjacent to such properties are affected by any proposed action.
2. Evaluating the probable impact to the above properties.
3. Determining the degree of loss to Wenatchee's historic resources by assessing the quality and quantity of those properties in relation to similar properties within Wenatchee's jurisdiction.
4. Making a determination of negative impact or non-effect.
5. Issuing the determination to the pertinent individual, department, agency or government as a finding of fact finding detailing:
 - a. Historic properties potentially affected
 - b. The nature of the disturbance
 - c. The reasons for the determination

B. Wenatchee Historic Preservation Board

If requested by staff, the WHPB will assist in making the determination of negative impact or non-effect and issuing of the finding of fact according to the process as detailed above.